

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for Establishment of Position

1. The subject request (Tab A) provides for an additional Administrative Assistant position in the immediate office of the Deputy Director (Plans).
2. The Assistant Director for Personnel has approved the proposed classification of GS-9 (Tab B).
3. The Chief, Budget Division has ascertained that sufficient funds are available to support the request (Tab C).
4. Approval is recommended.

RECEIVED

[REDACTED]
Chief, Management Staff

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Attachments:

- Tab A - New position in DD/P-
- Tab B - Approval by AD/P.
- Tab C - Funds to be provided by Budget.

APPROVED:

Date: SEP 14 1954
15/
L. K. WHITE
Deputy Director
(Administration)

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